

Organization Letterhead

Mr. John Q. Tester
MDOT District Materials Engineer
District-town District Office
P.O. Box xxx
District-town, MS xxxxx

RE: Main Street Widening
STP-####-##(###)LPA/#####-#####
Any City, Any County

Dear Mr. Tester:

This is to advise that the design phase of the subject project is nearing completion and we will soon be submitting the PS&E Assembly to the MDOT for authority to advertise.

We would like for MDOT to perform all testing necessary to ensure that materials used in construction comply with applicable MDOT specification requirements. Please accept this letter as our formal request for your assistance in performing the following tests.

(INSERT LIST OF TESTS/PAY ITEMS HERE)

We will utilize a private testing lab, certified by MDOT, to cover all pay items not shown in the list.

If you need additional information please contact me.

Sincerely,

T. Consulting Engineer, P.E.
President
Consulting Engineering, INC.

Pc: Mayor, Any City
Assistant District Construction Engineer